

5 January 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Responsibility for Forms Control Program and
Maintenance of Correspondence Manual

1. It is recommended that the responsibility for the forms control program and the maintenance of the correspondence manual be transferred from the Chief, Organization and Methods Service to the Records Management and Distribution Branch of the Office of General Services.

2. These factors are ordinarily found in a records program in all other Government agencies. The Hoover Commission Report recommends, in connection with describing what the Task Force considers to be the necessary elements for an agency records program, that

"d. Controls on the development, issue, standardization, and use of forms with a view to simplifying and improving forms in size, design, and function, reducing the number of forms and determining their use, method of filing and ultimate disposal."

3. The correspondence manual should be rewritten with greater emphasis on the relationship of correspondence and good records management. Upon the transfer of these functions, qualified personnel to establish an Agency forms control program can be obtained. The establishment of a GS-13 position for forms control purposes will be required and will be added to the personnel requested in our staff study of 12 September 1952. No additional personnel authorizations above the ceiling requested by that study will be required. Action by Records Management and Distribution Branch concerning forms effecting procedures, discontinuing old forms or institution of new forms will be coordinated with the Organization and Methods Service.

/s/
[Redacted]
Chief, General Services

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CONCUR:

[Redacted]
Chief, Organization and Methods Service

1/5/53
Date

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C O P Y